

**AGENDA**  
**MAIN FACS Agency Security Administrators User Group**  
Thursday – May 18, 2006  
Romney Building – 1<sup>st</sup> Floor – Michigan Room  
10:00 a.m. – 12:00 p.m.

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**1. Introductions**

**2. Business Objects Update (Art Lower)**

**3. Security Administration**

- OFM Website ([www.michigan.gov](http://www.michigan.gov))
  - Security Contact Information
  - Security Related Policies and Procedures
- Incompatible Security Workgroup and Updated User Class Information
  - ADPICS
    - Updated ADPICS User Class Information
    - User Class Conversion
  - R\*STARS
    - Updated R\*STARS User Class Information
    - User Classes 03 and 06 - Accounting Clerk/IABs
    - User Class 90 – Chief Accountant
    - User Class 15 - Inquiry

**4. Security Monitoring and Tools**

- Verification of Statewide Access
- Security Frameworks
- User Classes 48 and 49 / Transaction Codes 290 and 295
  - Review of Approved Uses
  - Monitoring Tools

**5. Security Training**

**6. Next Meeting Date**

**7. Comments/Questions**

## **MAIN FACS Agency Security Administrators User Group**

Meeting Notes

May 18, 2006

### **Attendees**

Nonda Beebe	Dave Heikkinen	Kim Root
Dee Blank	Kyle Huhn	Richard Ruelle
Deb Braun	Joel Kapko	Joyce Savage
Marilyn Carey	Tim Kubu	Steve Schneider
Carl Dendrinis	Lynda Landrum	Marjory Smith
Cheryl Dorsey	Art Lower	Sherry Spedoske
Mary Dredge	Mark Moeller	Dennis Strzalkowski
Jim Edwards	Peggy Murphy	Mark Stypinski
Andy Esch	Shelley Pelfery	Paula Tarrant
Nan Gordon	Bidhan Redey	James Thelen
		Jennette Woodruff

### **Business Objects Update**

Art Lower and Jim Edwards gave an update on the status of the Security universe in Business Objects. Contact Shelley Pelfery ([pelferys1@michigan.gov](mailto:pelferys1@michigan.gov) / 241-0880) if you're interested in joining a Business Objects Security Universe User Group. It's recommended that participants first attend the Introduction to Business Objects training course prior to joining the user group. Training schedules for this course can be found on OFM's website ([www.michigan.gov/ofm](http://www.michigan.gov/ofm)) under 'Training'.

### **Security Administration**

OFM is now maintaining security contact information on OFM's website under 'Agency Contacts'. One agency security administrator is identified for each agency as well as a DCDS department security administrator. The agency contacts also include chief financial officers, chief accountants, internal auditors, and MAIN training coordinators. OFM is no longer maintaining security contact information on the EIS website.

The ADPICS/R\*STARS Security Manual is also now on OFM's website under 'Policies and Procedures' and then 'User Documentation Manuals'. This manual is currently being revised and will be converted into OFM's Financial Management Guide (FMG), which is also under 'User Documentation Manuals'. We'll keep you informed as the sections are converted and posted into the FMG.

We've formed a workgroup within OFM to look at the R\*STARS user classes. In addition to reviewing the transaction codes and titles, the workgroup is also determining what functions are performed with each user class. The functions will then be reviewed to determine which are incompatible. Once we've completed this

task, we'll update our listing of incompatible user classes in R\*STARS and work with the agency security administrators to verify these combinations are still needed by the users. A revised R\*STARS user class listing was passed out at the meeting. If you're interested in getting an electronic version of this listing, contact Shelley Pelfery.

As a result of our review of R\*STARS user classes, we'd like the agency security administrators to follow up on the following items and report back to us:

1. UC03 (Accounting Clerk/IABs-Post) & UC06 (Accounting Clerk/IABs-No Post)

If your users have either of these user classes assigned, are they using them? If they are using them, are they using transaction codes 222 or 225? Based on our preliminary analysis, users are not using this user class but rather are using User Class 01 (Accounting Clerk/Input of Agency JV's-Post) or User Class 05 (Accounting Clerk/Input of Agency JV's-No Post) so User Class 03 and User Class 06 may not be needed.

2. UC90 (Chief Accountant)

We'd like agencies to review their users who currently have User Class 90 assigned and determine if all of them truly need it. Due to the functionality of this user class, its assignment should be restricted to upper management and accounting staff.

3. UC15 (Inquiry) and Warrant/Payee Information

We're looking into removing access to warrant/payee screens on User Class 15 and would like to know how many of your users with User Class 15 would need access to this information (assuming they don't already have access to it with another user class). The screens we're thinking of removing include, but are not limited, to the following: 44 – Single Payment Inquiry, 47A – Warrant Status Maintenance and 47D – Payment Status Maintenance History. Based on your feedback, the access to these screens may remain on User Class 15 or be put on a new user class.

### **Security Monitoring and Tools**

Statewide access to R\*STARS and ADPICS data will be verified again this summer. We'll be sending out verification reports to applicable security administrators to distribute to their users.

If you haven't already done so, please update your security framework schedules to reflect the active ADPICS user classes assigned to your users along with any other security changes you've implemented. Updated security frameworks should be e-mailed to Shelley Pelfery.

We're working with Treasury to verify previously approved uses of User Classes 48 and 49 are still applicable. We're also clarifying the dollar limits applicable to Treasury offset and/or 1099 reporting and will share this information with the departments once

our review is complete. This updated information will assist with the departments' and OFM's monitoring efforts. There are tools on OFM's website under 'Evaluation of Internal Controls' and then 'Internal Audit Programs' or 'Internal Control Resources' to also assist the departments with their User Class 48 and 49 monitoring efforts. We'll also work on developing reports in Business Objects to identify these transactions.

### **Security Training**

Send an e-mail to Shelley Pelfery if you're interested in attending security administration training for ADPICS and/or R\*STARS. It is recommended that participants complete the recommended MAIN FACS training courses prior to attending the security administration training. These recommended courses can be found on OFM's website under 'Training' and then 'OFM Training Course Information' and then 'Recommended Courses Related to Job Function'.